

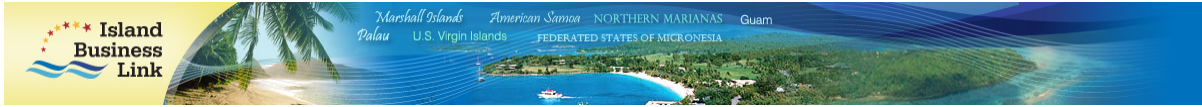


# User's Guide

[www.islandbusinesslink.com](http://www.islandbusinesslink.com)

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## I. Welcome to Island Business Link

Island Business Link was created to provide businesses in the U.S. territories and freely associated states a web based business networking tool to enable them to market their business opportunities to prospective partners anywhere in the world. This new business tool is available as a link on [www.islandbusinessopportunities.com](http://www.islandbusinessopportunities.com) or it may be accessed directly at [www.islandbusinesslink.com](http://www.islandbusinesslink.com).

## II. Island Business Link Enables Registered Members to:

- Post descriptions of business opportunities in the islands
- View business opportunities in the islands
- Post business profiles
- View profiles of businesses interested in doing business in the islands
- Contact other members directly
- View procurement opportunities for government contract work
- Post descriptions of organizations available to assist businesses in the islands

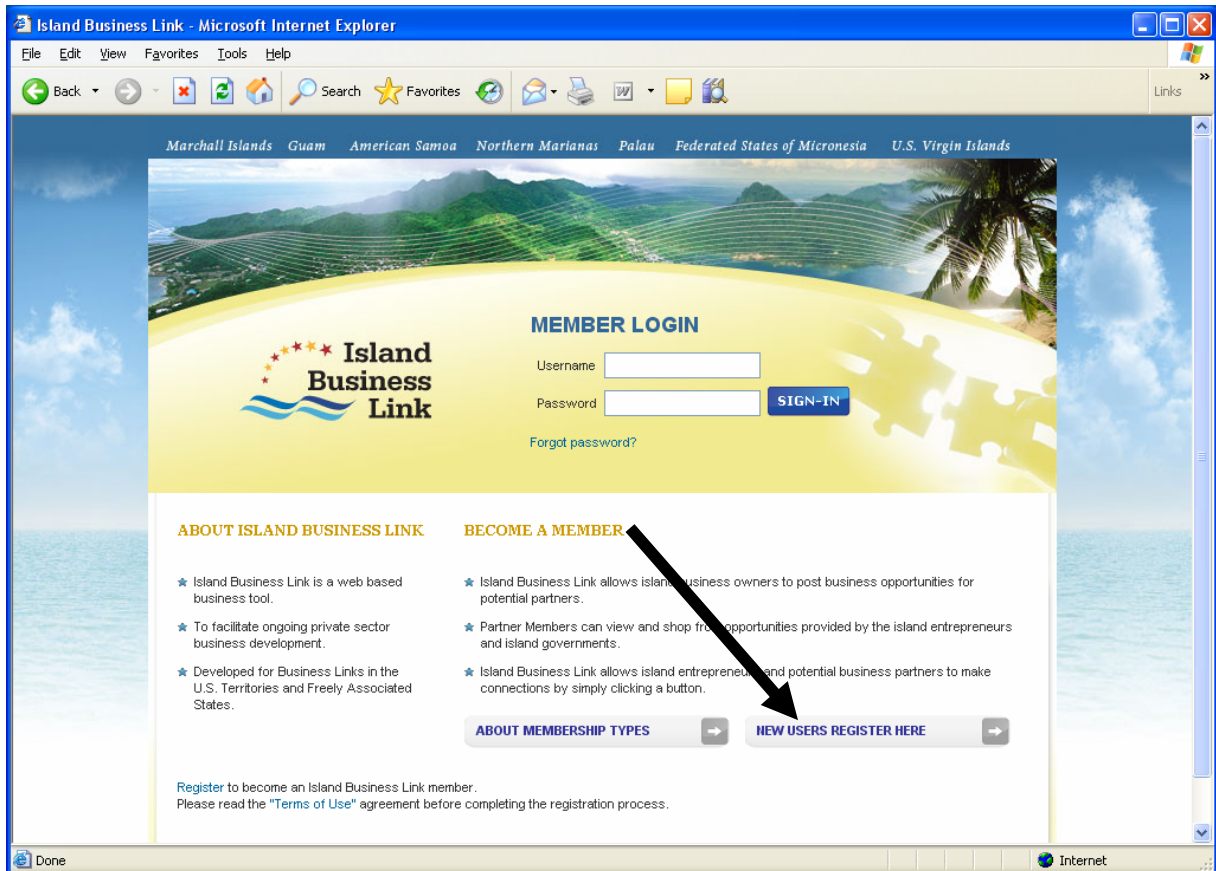
Island Business Link provides a gateway for potential business partners and government representatives to meet each other, to network and share information, and to collaborate on business opportunities. Over time it can serve as a central business information repository that improves communications and facilitates partnerships and research and development initiatives.

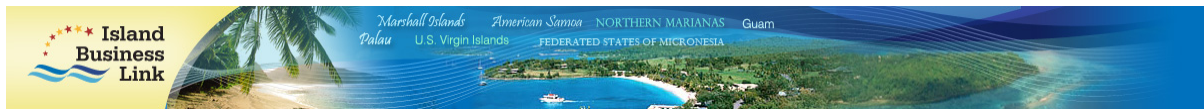


### III. Getting Started

Go to: <http://www.islandbusinesslink.com/>

Select the “New Users Register Here” link on the right side of the page.



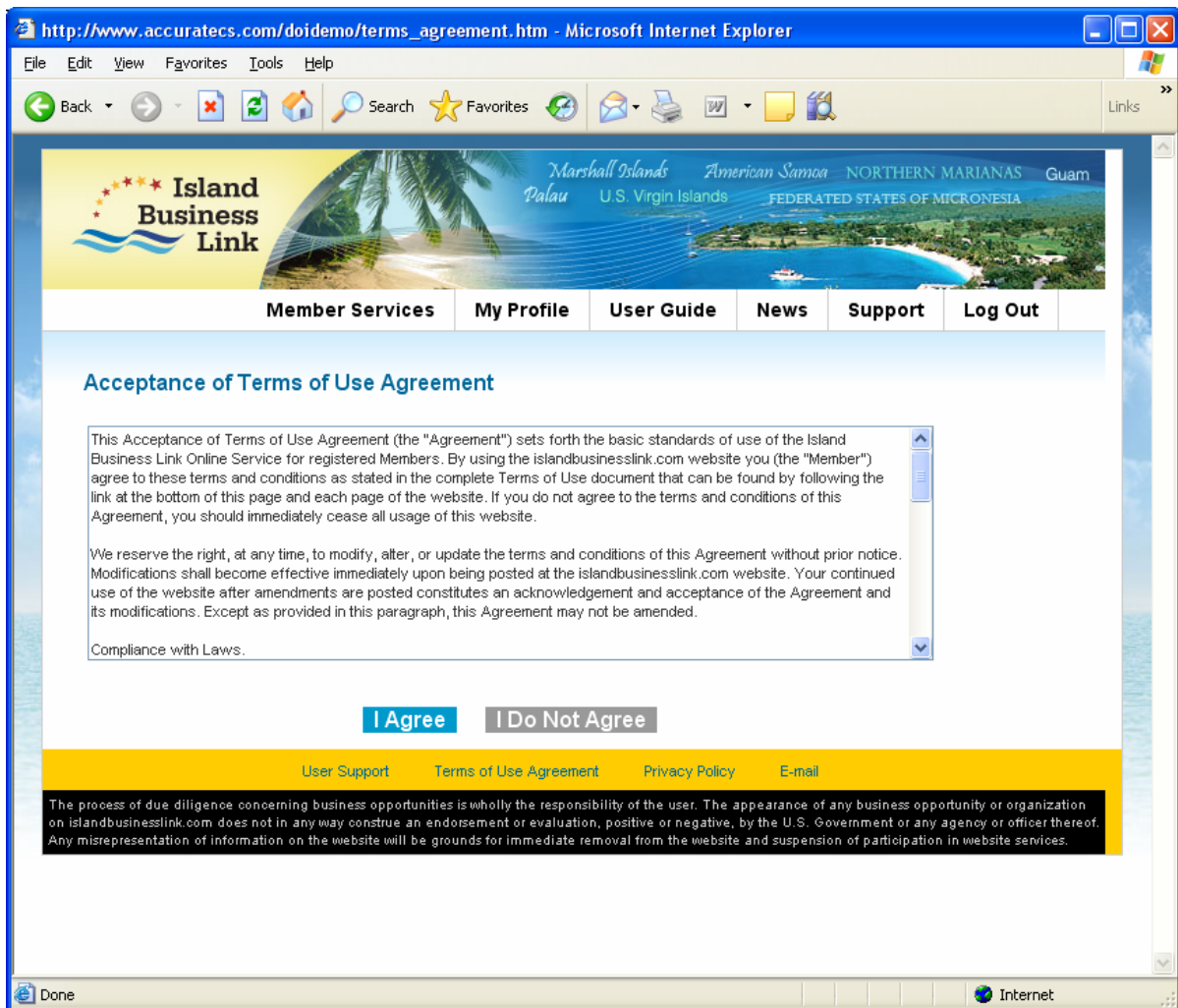


## A. Register as a New Member

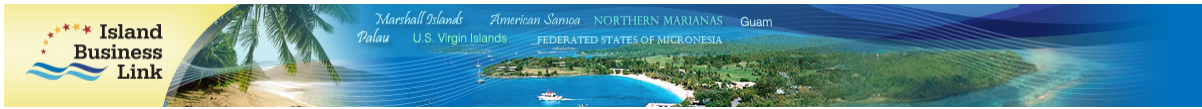
To use Island Business Link you must register and become a Member. Membership is a voluntary act, and free of charge, however all users must first read and agree to the Terms of Use Agreement by clicking on the appropriate box that indicates they have agreed to abide by the rules and regulations contained therein.

## B. Acceptance of Terms of Use Agreement

Please read this as it states the specific terms for use of the Island Business Link portal.



Once you have agreed to the terms of use you will be redirected to the registration form.



## 1. The Registration Form

**User Name:** this should be a unique word or combination of up to 50 characters (alpha and/or numeric). This will be one of the two required fields for your log in.

**Password:** This should be a unique combination of characters (alpha and/or numeric). This will be one of the two required fields for your log in.

### Member Type

#### Select Your Membership Type

There are three basic types of Membership to Island Business Link. You will need to pick the one that best fits both your location and how you plan to use the system.

#### 1. Island Member

An Island Member is a business person located in one or more of the U.S. Insular Areas. These include the Territories of American Samoa, Guam and the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands and the freely associated states of the Federated States of Micronesia, Republic of the Marshall Islands and the Republic of Palau. Island Members will use the system to describe their business or investment opportunities in the islands. If a person currently resides outside of the Insular Areas but has a business or investment opportunity in one of the Insular Areas, that person will register as an Island Member. Island Members may choose to opt out of allowing other Island Members and Government/Resource Members to view their business profiles and opportunity postings.

#### 2. Partner Member

A Partner Member is an individual who owns a business outside the U.S. Insular Areas who is interested in learning about business opportunities in the islands with the potential goal of partnering with Island Members and/or investing in business opportunities in the islands. If a person from one of the Insular Areas currently resides outside the Insular Areas and is interested in importing products from one of the Insular Areas, that person will register as a Partner Member. Partner Members are able to view all business opportunities that are posted by Island Members but not the profiles posted by other Partner Members.

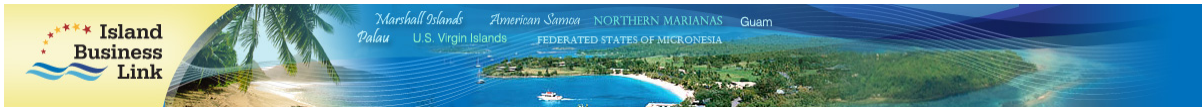
#### Note:

Every “Island Business Link” that a Partner Member makes must include one Island Member or Government/Resource Member.

#### 3. Government/Resource Member

A Government/Resource Member is a representative of a local, state, national, or Federal government agency, such as a Procurement or Economic Development Office. A Resource Member may be a business support organization, a non-profit business or any non-governmental (NGO) organization. Government/Resource Members may view the Island and Partner Members’ business opportunity listings and profiles.

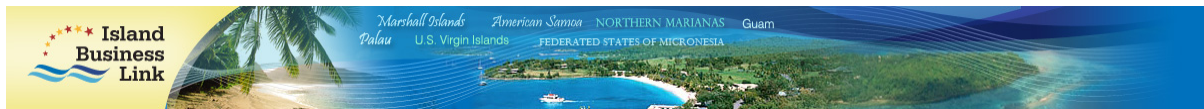




### ***C. Your Responsibilities as a Member***

This is a semi-public portal and that there is always a possibility of misuse and misrepresentation. The user is responsible for conducting his or her own due diligence. This means that users must protect themselves by taking all action that is within their means to validate businesses, partners, and business opportunities before pursuing a partnership or business venture. This action can include but is not limited to internet searches, checking references and past business practices, and potentially a LexisNexis consultation.

Members also have a responsibility to represent themselves in a professional manner and take pride and ownership in this service. Island Business Link has been created to facilitate ongoing private sector business development. This business tool can provide benefits and opportunities for the people of the U.S. Territories and freely associated states.



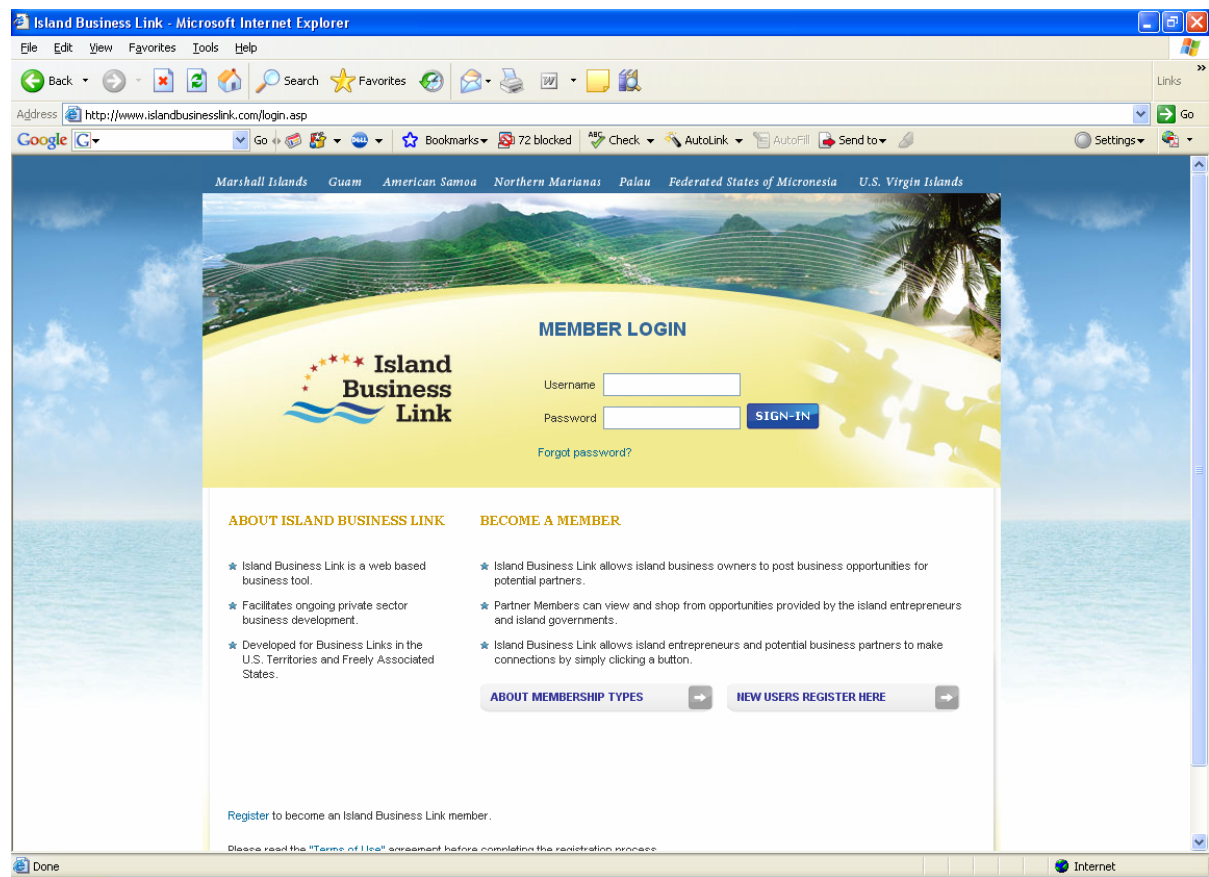
## IV. Log In

Once you are a Member, you may login to the system from the following links:

<http://www.islandbusinesslink.com/login.asp/>

<http://www.islandbusinessopportunities.com/members/>

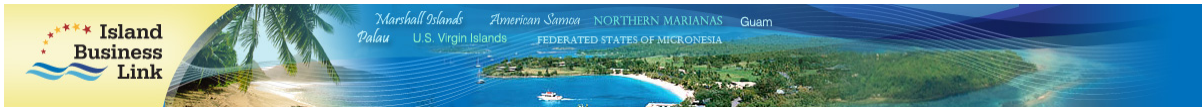
*Your User Name and Password are case sensitive and must be typed as they were first entered on the member registration form.*



### A. Your Account Information

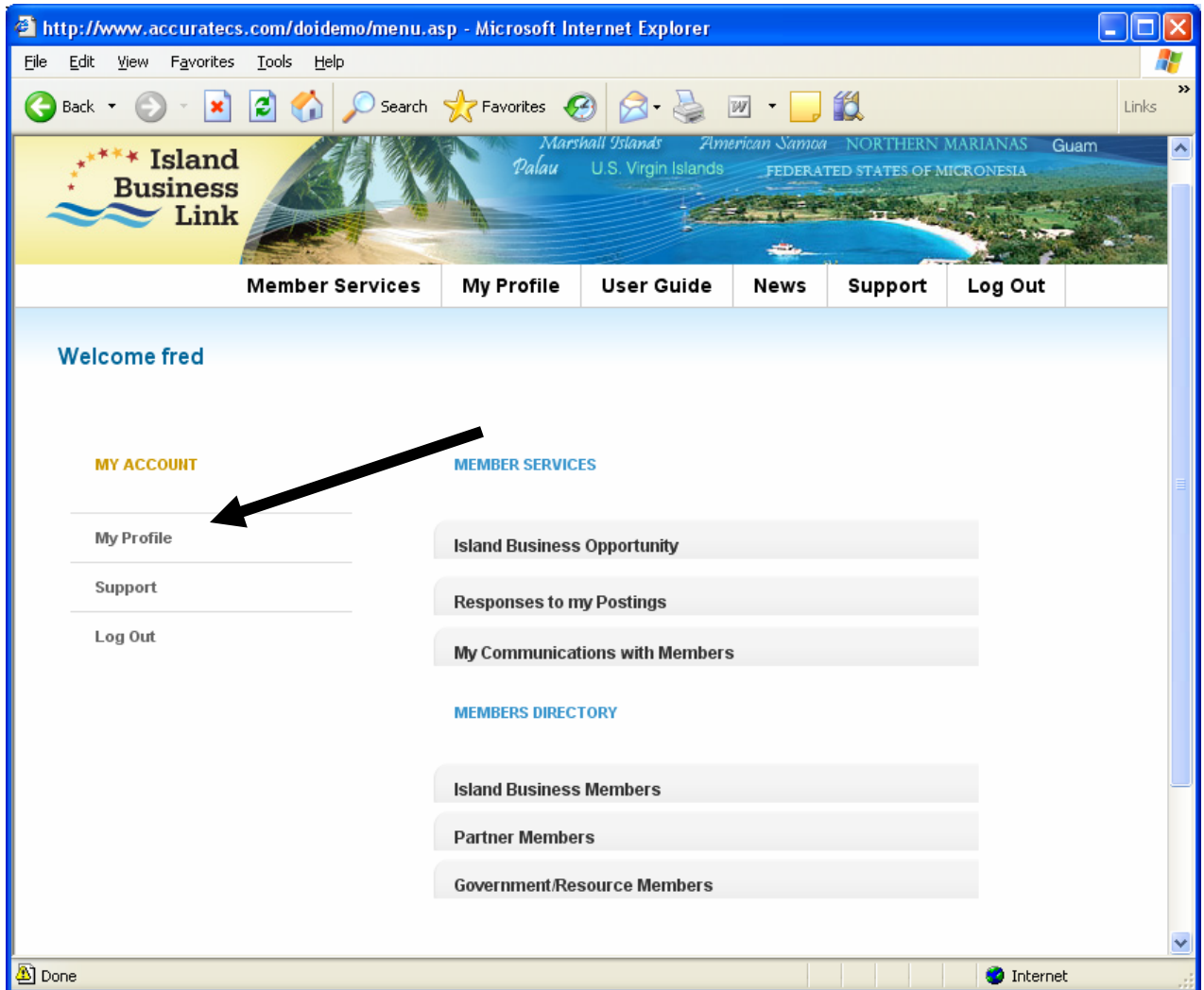
It is your responsibility to periodically update the information contained in your Member Profile.

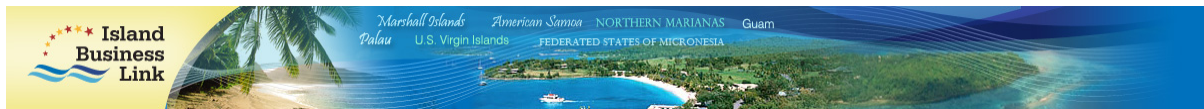




## ***B. Keep your Information Up-to-Date - use “My Profile” link***

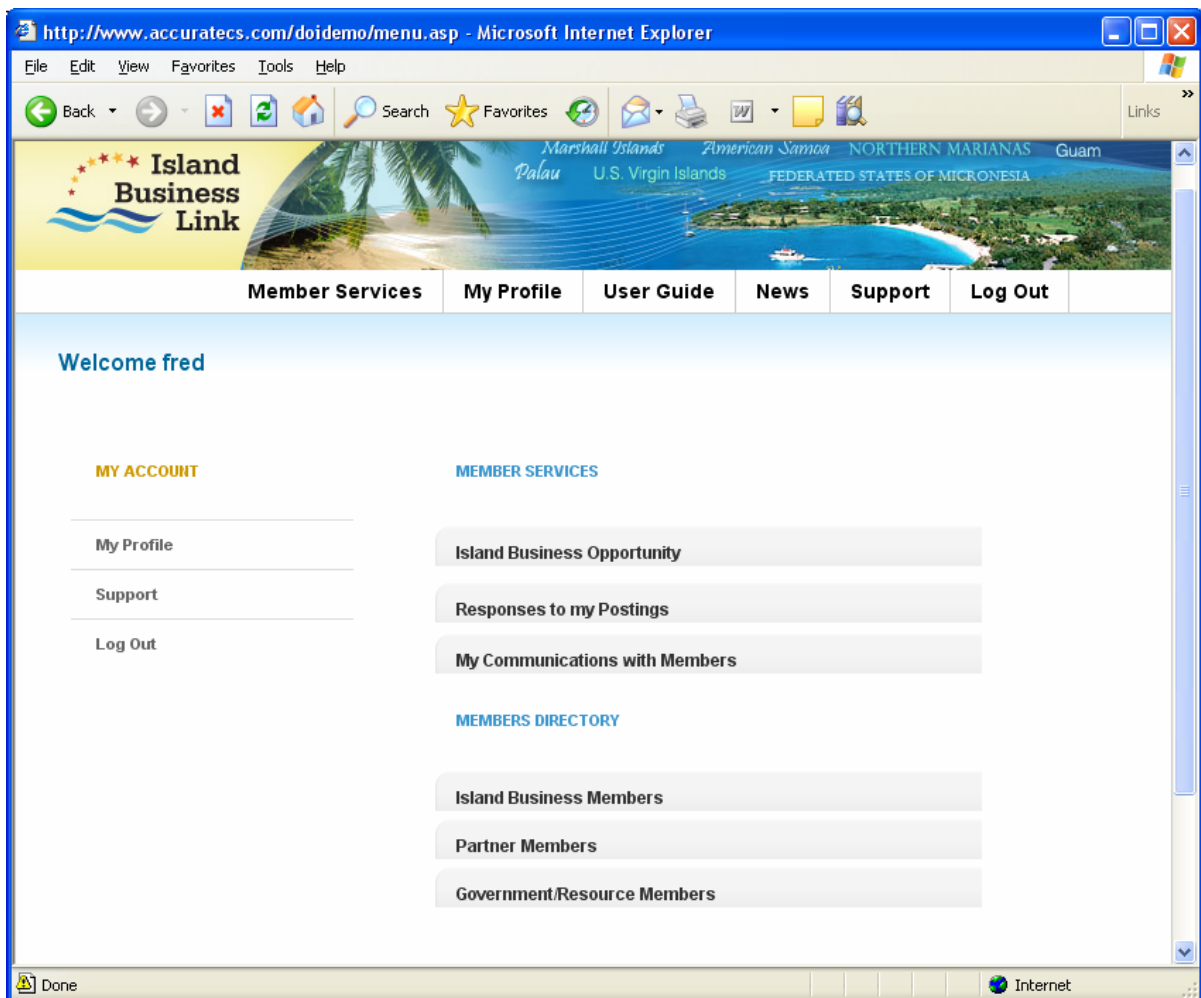
Found on the Member Services page as well as at the top navigation bar on all pages.





## V. Member Services Page

Depending on your membership type, the Island Business Link portal provides links to a variety of member services.





## A. Member Services include:

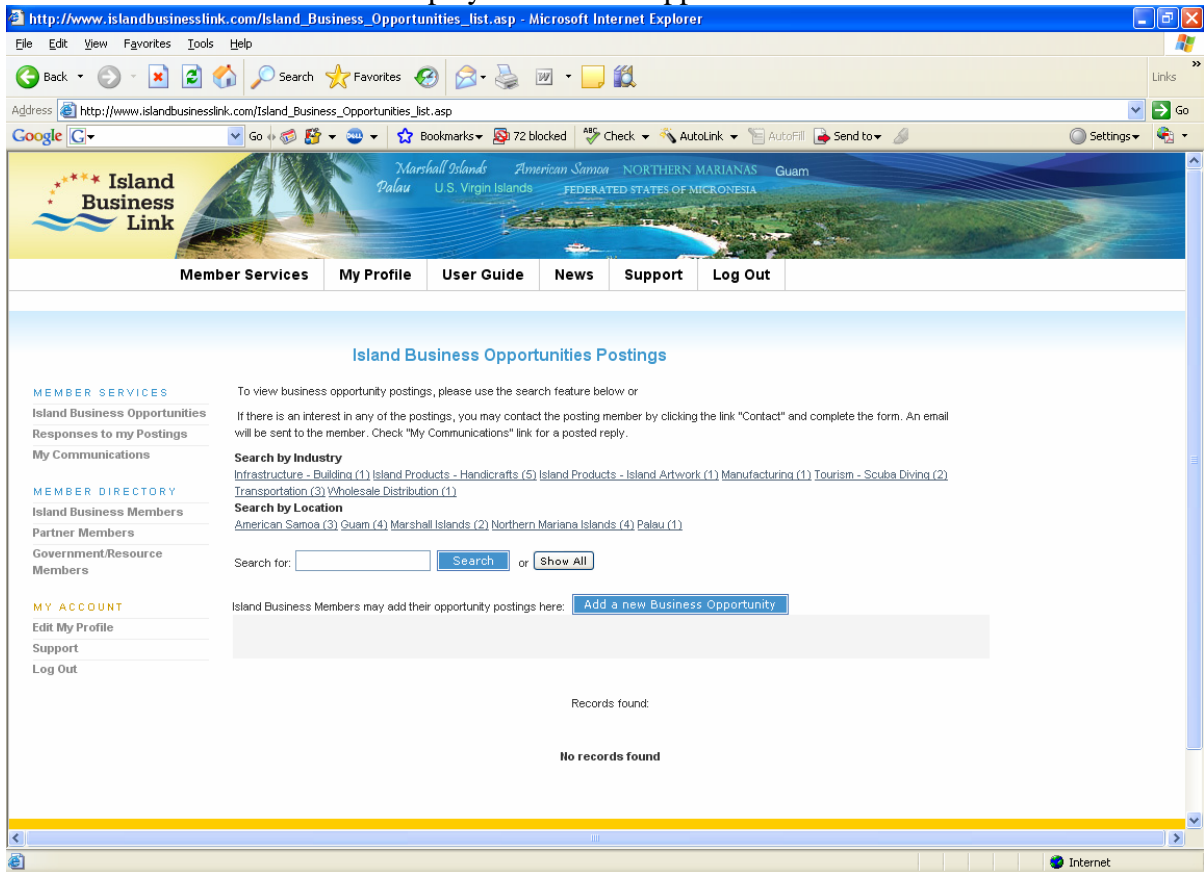
View or Add an Island Business Opportunity  
 Responses to my Postings (optional for Island and Government Members)  
 My Communications with other Members

### 1. View or Add an Island Business Opportunity

Only Island and Government/Resource Members will have the added option of posting opportunities.

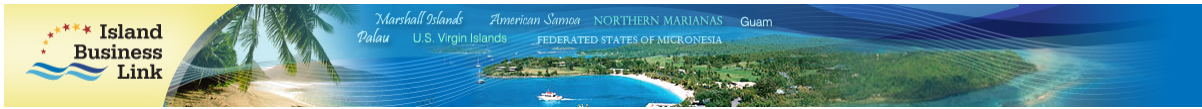
#### Search First to View an Opportunity

Search by Industry – use the industry listings, Search by Location, type a keyword to search, or use the Show All button to display all business opportunities.



#### Who Can Post?

Island Business Members and Government/Resource Members may add a business opportunity. Use the Add a New Business Opportunity button.



## a) How to Add a Business Opportunity?

*For Island Business and Government/Resource Members Only*

It's as simple as filling in the form. Click the "Add a new Opportunity" button and describe your opportunity.

Island Business Opportunity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail

Address [http://www.islandbusinesslink.com/Island\\_Business\\_Opportunities\\_add.asp](http://www.islandbusinesslink.com/Island_Business_Opportunities_add.asp)

Google Go Bookmarks 72 blocked ABC Check Autolink Autofill Send to

Description

Date Posted 06/07/2008

Industry Please select \*

Location Please select \*

File Attachment Browse...

Filename

Display to other Island Members? ☒ yes ☐ no

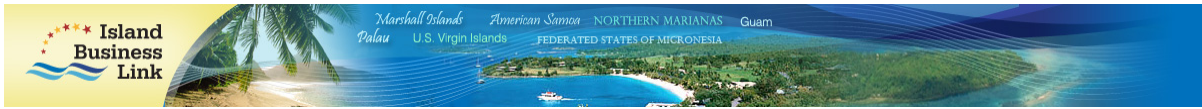
\* - Required field

Save Reset

Done

You may attach a file to this opportunity posting. The file may be a complete description of your offering, a plat, graph, chart or engineered drawings, or a catalog of your products or services.

You may opt out displaying the opportunity listing to other island members. See the form item, "Display to other island members?".



## b) Responding to a Business Opportunity

If you find an opportunity that meets your interests or requirements you may respond to a posted opportunity. Simply click on the link “Contact” and complete the form.

An email message will be sent to the posting member with your personalized message.

To review your reply from the member, use the “My Communications with other Members” link and you can view replies to all of the messages you sent.

Contacts - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites RSS S3 blocked Check AutoLink AutoFill Send to Settings

Member Services My Profile User Guide News Support Log Out

Send a Message  
In response to the following business opportunity:

Opportunity\_Description: Land development project for a shopping center. 50,000 square feet of retail and office space is proposed.  
Pointofcontactname: Fred Flintstone

Contact Message

Date Request sent 05/31/2008

\* - Required field

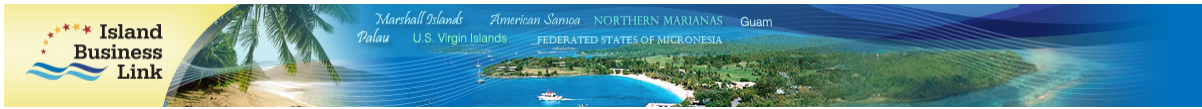
Save and Send Email Reset

## c) When Replying to a Response to my Posting

*For Island Business and Government/Resource Members Only*

An email will be sent to you as a notification that a member is interested in your business opportunity. A reply link will appear in the email.

1. Click the link in the email.
2. You will be redirected to a message form.
3. Enter your message.
4. Set the status to either communication accepted or declined.
5. Click the save button at the bottom of the form.



## **B. Viewing Members' Information**

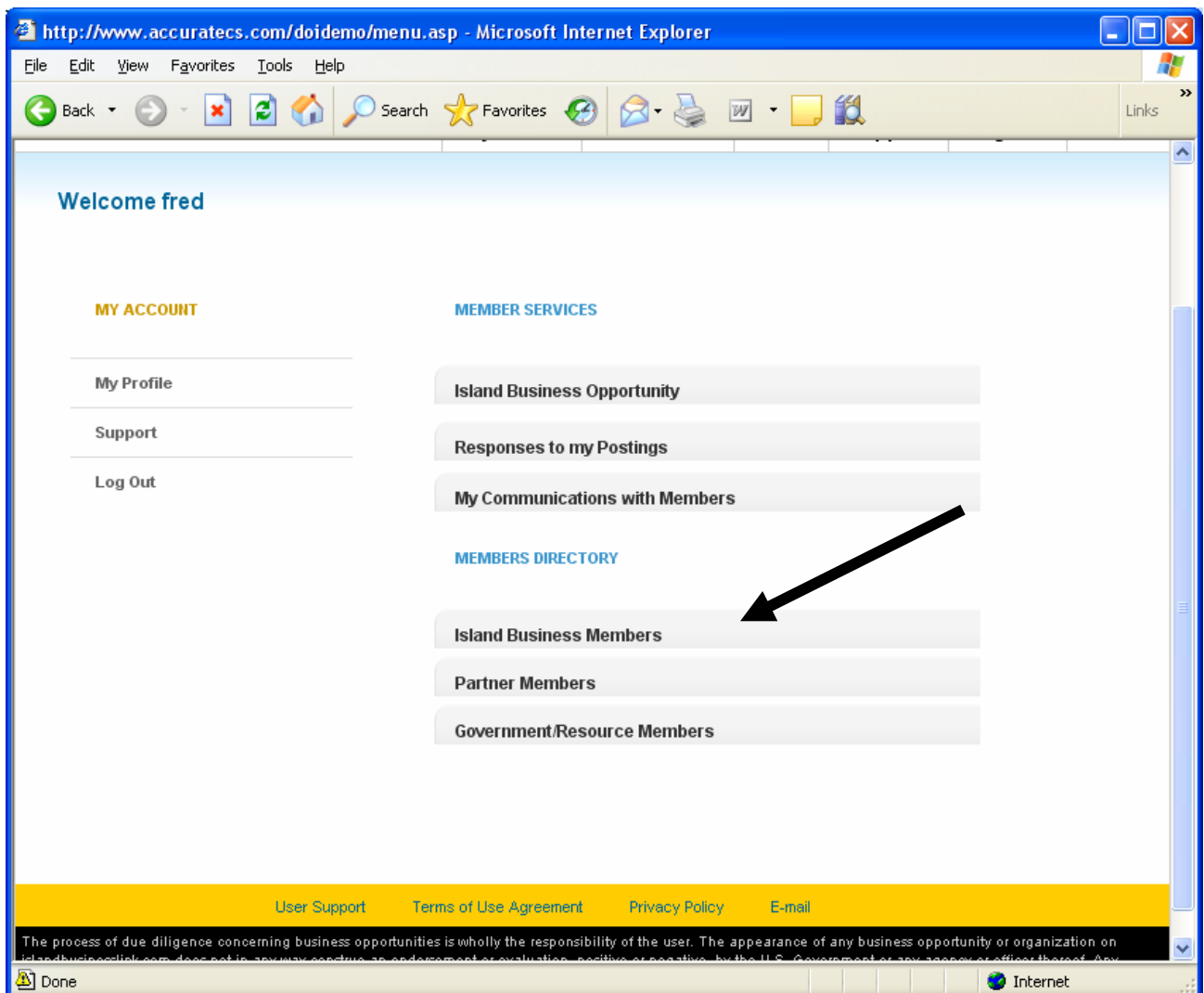
All Members' information is easily accessible from the Island Business Link portal. On the Member Services link/page member directories are available.

### **1. Member Directory Listings**

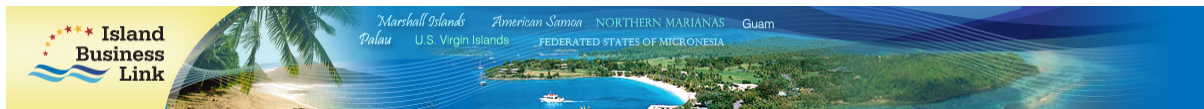
Island Members (available to all members)

Government/Resource Members (available to all members)

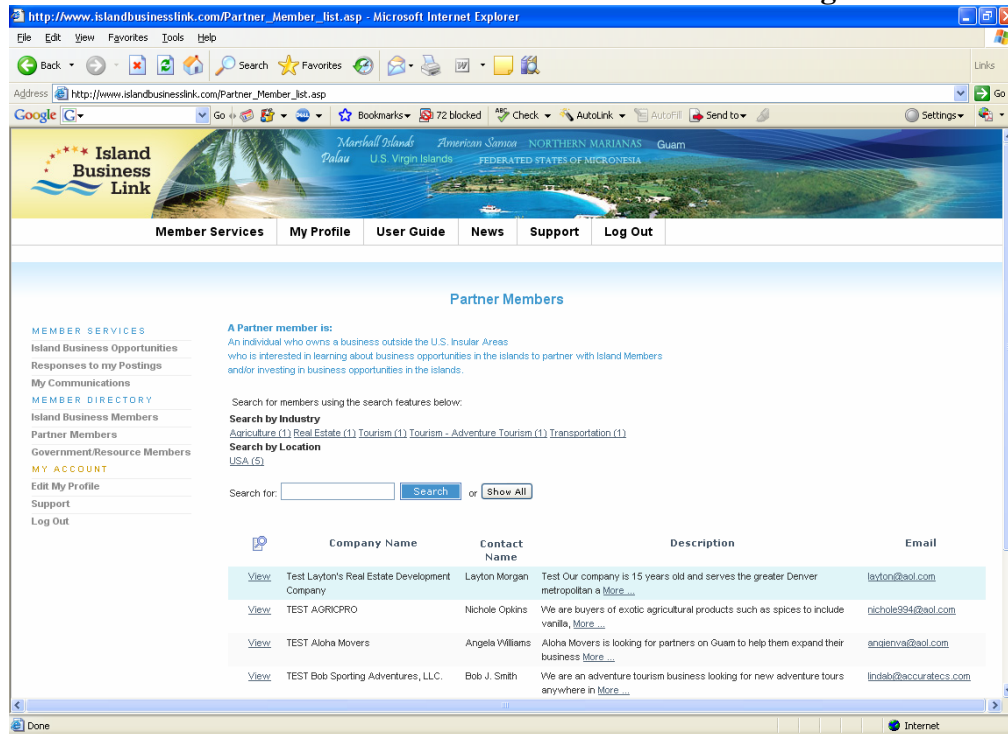
Partner Members (available to Island and Government/Resource members only)







## The screen below is an overview of the Partner Members Page

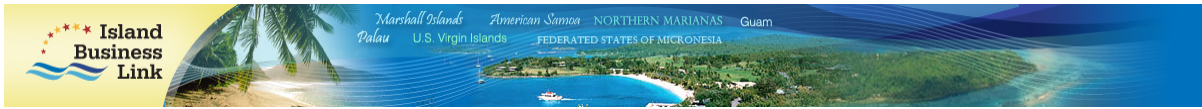


## 2. To View Detail Information:

Click the “View” link located to the left of each member listing for a more detailed display of information.

### Partner Member Information

Company Name	TEST AGRICPRO
Contact Name	Nichole Opkins
Description	We are buyers of exotic agricultural products such as spices to include vanilla, saffron and pepper. We are looking for a noni farmer to provide processed noni juice for sale in the USA.
Email	<a href="mailto:nichole994@aol.com">nichole994@aol.com</a>
Mailing Address	4000 Belvedere Drive, Louisville, KY 42089
Country	USA
State	
Telephone	
Industry	Agriculture
Industry (other)	
Website	<a href="http://www.gmail.com/">http://www.gmail.com/</a>
<a href="#">Back to list</a>	



## VI. Search Functions

Many of the lists in the portal have search functionality. The search feature is specific to the list; if you are viewing business opportunities, then the search feature will be relative to that page.

### A. How Search Works

The easiest approach to searching is called global or all inclusive. Since the list view is a series of fields, the “any field” option is used for a global search.

Type your keyword in the “Search for” text box and click “Search”. You will either see some records or a message that indicates “no records found”.

### B. Search Features:

**Island Business Opportunities Postings**

MEMBER SERVICES

- Island Business Opportunities
- Responses to my Postings
- My Communications

MEMBER DIRECTORY

- Island Business Members
- Partner Members
- Government/Resource Members

To view business opportunity postings, please use the search feature below or

If there is an interest in any of the postings, you may contact the posting member by clicking the link "Contact" and complete the form. An email will be sent to the member. Check "My Communications" link for a posted reply.

**Search by Industry**

[Infrastructure - Building \(1\)](#) [Island Products - Handicrafts \(5\)](#) [Island Products - Island Artwork \(1\)](#) [Manufacturing \(4\)](#) [Marine - Scuba Diving \(2\)](#) [Transportation \(3\)](#) [Wholesale Distribution \(1\)](#)

**Search by Location**

[American Samoa \(3\)](#) [Guam \(4\)](#) [Marshall Islands \(2\)](#) [Northern Mariana Islands \(4\)](#) [Palau \(1\)](#)

Search for:   or

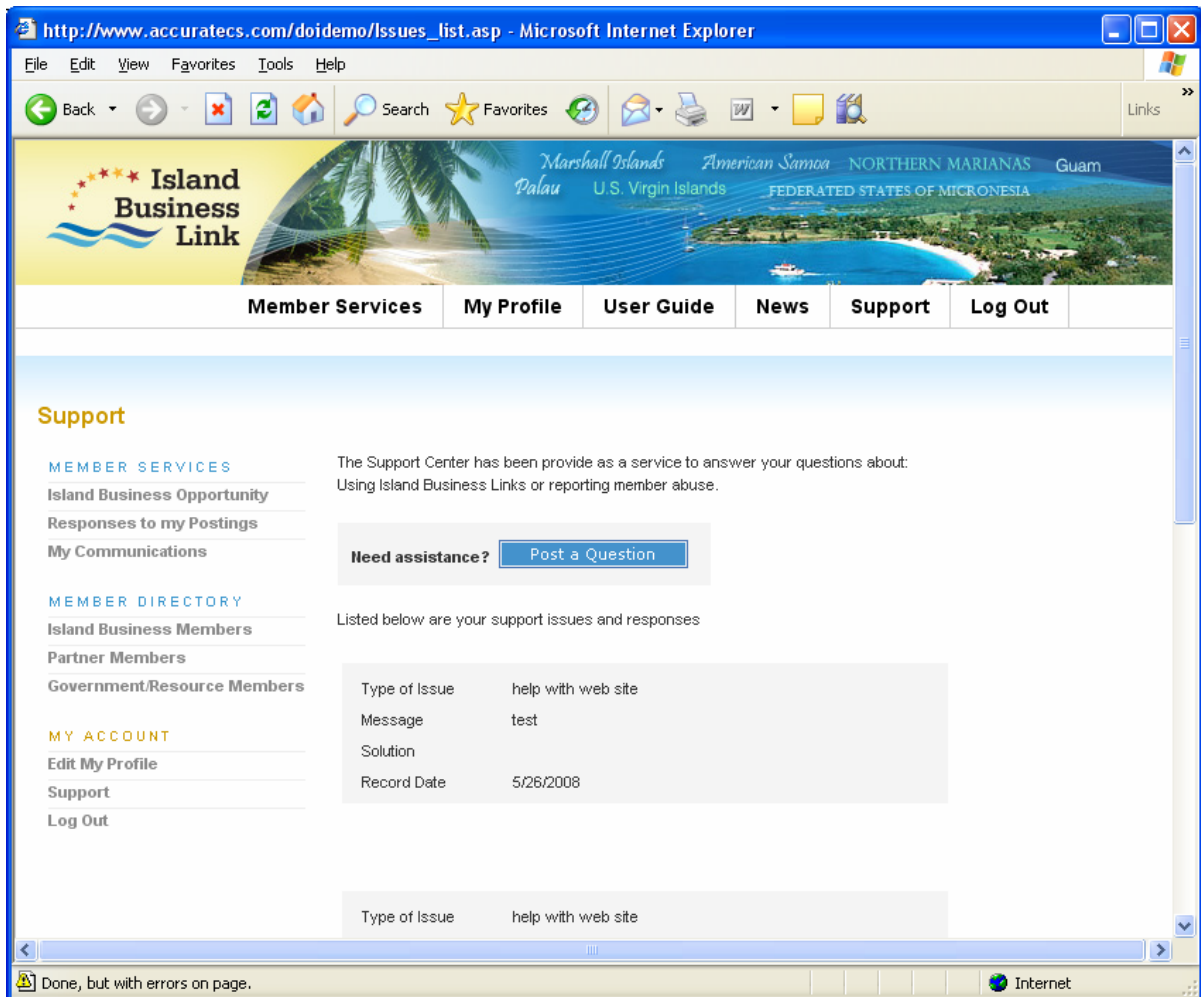
You may narrow your search to an industry listing or location, search on a keyword by typing in the search for text box and click the search button or simply display all records using the show all button.



## VII. Technical Support and Feedback

Members from time to time may have questions about how to use this portal, provide their feedback, suggestions, or have other questions or concerns.

From the Member Services Page or the top navigation bar,  
Click the link “Support”



### A. Post a Support Question:

Click the post a question button and complete the form. A reply will be posted on the support page within 48 hours.

### B. Read Response to a Support Question

The response to any question you post will appear on the page.